

ITA Memorial Award Program

The Stephen Kaminski Memorial Award

Eligibility

All ITA employees are eligible.

Nominating Procedures

Nominations may be made by any ITA employee, and must be endorsed by the nominee's immediate supervisor and Deputy Assistant Secretary.

Each nomination must be prepared using a CD-326LF, "Recommendation for Recognition." Please attach a justification narrative not to exceed two pages in length. The justification narrative should indicate the name of the nominee and the recommended award. For a faxed copy of a sample nomination call Charlene Gilmer-Gantt at (202) 482-2536.

Selection Criteria

The person selected for this award will be the ITA employee who during the past year has exercised the greatest degree of diplomatic skill and ability in furthering trade relations with one or more of America's trading partners. (If there are no qualified candidates in any given year, the award will not be granted.)

Selection for this award will be based on the nominee's contributions to negotiations or consultations with one or more countries leading to:

- a significant trade or investment agreement,
- removal of a significant trade barrier, or
- results that substantially advance the commercial interests of the United States.

Selection Procedures

The selection process will be conducted in parallel with the Bronze Medal selection process, and on the same schedule. Nominations will be reviewed by the Unit Awards Committee who will make recommendations to the Assistant Secretary of the Unit. The Assistant Secretary may forward one or more nominations to the ITA Awards Committee. The ITA Awards Committee will review all nominations from the Unit Assistant Secretaries and make recommendations to the Under Secretary for International Trade, who will make the final selection.

Selection of an individual for the Stephen Kaminski Award shall not preclude consideration for a Gold, Silver or Bronze Medal.

Type of Recognition

Recipients of ITA memorial awards will be announced at the ITA's annual Bronze Medal ceremony. At that time, the Under Secretary will present a framed certificate to the individual receiving the Stephen Kaminski Award. Each year the name of the individual receiving the award will be added to the permanent plaque, located outside of the Under Secretary's office.

The Charles F. Meissner Memorial Award

Eligibility

Any work unit (Office, Division, Branch), the staff of which all report to the same first-line supervisor within ITA, is eligible.

Nominating Procedures

Nominations may be made by any ITA employee, and must be endorsed by nominated work unit's second-line supervisor (i.e., the supervisor to whom the nominated Unit's head reports) and Deputy Assistant Secretary.

Each nomination must be prepared using a CD-326LF, "Recommendation for Recognition." Please attach a justification narrative not to exceed two pages in length. The justification narrative should indicate the name of the nominee and the recommended award. For a faxed copy of a sample nomination call Charlene Gilmer-Gantt at (202)482-2536.

Selection Criteria

The work unit selected for this award will be the ITA work unit that during the previous year best exemplified the ideals of dedication to excellence, selfless commitment to duty, and cooperation with others. (If there are no qualified candidates in any given year, the award will not be granted.)

Selection for this award will be based on the following criteria:

The extent to which the work unit has demonstrated consistent excellence in the manner in which it carries out its assigned duties, as evidenced by:

- Demonstrated leadership in pursuit of one or more of ITA's strategic goals;
- Outstanding productivity and customer service, or significant improvements in the same, as documented in the work unit's performance measures; or
- Other tangible evidence of consistent excellence in the work unit's performance; and

The extent to which the supervisor and employees of the work unit have consistently manifested a cooperative attitude toward one another and toward others in the performance of their work, as evidenced by:

- Awards, testimonials, or other documentary evidence from internal and external customers or from collaborators in other offices in ITA or other agencies, or
- Other tangible evidence of significant cooperative efforts between the work unit and others that led to specific accomplishments in furtherance of ITA's mission.

Selection Procedures

The selection process will be conducted in parallel with the Bronze Medal selection process, and on the same schedule. Nominations will be reviewed by the Unit Awards Committee who will make recommendations to the Assistant Secretary of the Unit. The Assistant Secretary may forward one or more nominations to the ITA Awards Committee. The ITA Awards Committee will review all nominations from the Unit Assistant Secretaries and make recommendations to the Under Secretary for International Trade, who will make the final selection.

Selection of a work unit for the Charles F. Meissner Award shall not preclude consideration for a Gold, Silver or Bronze Medal.

Type of Recognition

Recipients of ITA memorial awards will be announced at the ITA's annual Bronze Medal ceremony. At that time, the Under Secretary will present a framed certificate to each member of the work unit receiving the Charles F. Meissner Award. Each year the name of the work unit receiving the award will be added to the permanent plaque, located outside the Under Secretary's office.

The William E. Morton Memorial Award

Eligibility

All ITA employees are eligible.

Nominating Procedures

Nominations may be made by any ITA employee, and must be endorsed by the nominee's immediate supervisor and Deputy Assistant Secretary. Each nomination must be prepared using a CD-326LF, "Recommendation for Recognition." Please attach a justification narrative not to exceed two pages in length. The justification narrative should indicate the name of the nominee and the recommended award. For a faxed copy of a sample nomination call Charlene Gilmer-Gantt at (202) 482-2536.

Selection Criteria

The person selected for this award will be the ITA employee who during the past year has made the strongest contribution to increasing opportunities, within ITA or in the U.S. international trading community, for members of historically disadvantaged groups. (If there are no qualified candidates in any given year, the award will not be granted.)

Selection for this award will be based on the nominee's accomplishments in one or more of the following areas:

- Sustained involvement in counseling, mentoring, encouraging and motivating members of historically disadvantaged groups, within ITA or in the U.S. international trading community;
- Successful outreach efforts that encourage members of historically disadvantaged groups to pursue careers in international trade, to undertake particular jobs in the international trade field that in the past may not have been fully open to such persons, or to participate in international trade-related activities;
- Removal of barriers within ITA or within the international trading community that discriminate against members of historically disadvantaged groups; or
- Other activities that significantly increase opportunities, within ITA or in the U.S. international trading community, for members of historically disadvantaged groups.

Selection Procedures

The selection process will be conducted in parallel with the Bronze Medal selection process, and on the same schedule. Nominations will be reviewed by the Unit Awards Committee who will make recommendations to the Assistant Secretary of the Unit. The Assistant Secretary may forward one or more nominations to the ITA Awards Committee. The ITA Awards Committee will review all nominations from the Unit Assistant Secretaries and make recommendations to the Under Secretary for International Trade, who will make the final selection.

Selection of an individual for the William E. Morton Award shall not preclude consideration for a Gold, Silver or Bronze Medal.

Type of Recognition

Recipients of ITA memorial awards will be announced at the ITA's annual Bronze Medal ceremony. At that time, the Under Secretary will present a framed certificate to the individual receiving the William E. Morton Award. Each year the name of the individual receiving the award will be added to the permanent plaque, located outside the Under Secretary's office.

The Lawrence Payne Memorial Award

Eligibility

All ITA employees are eligible.

Nominating Procedures

Nominations may be made by any ITA employee, and must be endorsed by the nominee's immediate supervisor and Deputy Assistant Secretary.

Each nomination must be prepared using a CD-326LF, "Recommendation for Recognition." Please attach a justification narrative not to exceed two pages in length. The justification narrative should indicate the name of the nominee and the recommended award. For a faxed copy of a sample nomination call Charlene Gilmer-Gantt at (202) 482-2536.

Selection Criteria

The person selected for this award will be the ITA employee who during the previous year did the most to create and facilitate cooperative efforts between the public and private sectors to promote international trade. (If there are no qualified candidates in any given year, the award will not be granted.)

Selection for this award will be based on the nominee's achievements in one or more of the following areas, involving cooperative efforts between the Federal government and private firms, associations, state or local government entities, or other public and private entities:

- Unusually successful or innovative trade promotion activities that lead to significant expansion of U.S. trade;
- Unusually successful or innovative efforts to identify and remove trade barriers that substantially effect U.S. trade; or
- Other cooperative endeavors that resulted in significantly expanded U.S. trade, through entry of new firms into trade activities, entry into new export markets, or expansion of exports in existing markets.

Selection Procedures

The selection process will be conducted in parallel with the Bronze Medal selection process, and on the same schedule. Nominations will be reviewed by the Unit Awards Committee who will make recommendations to the Assistant Secretary of the Unit. The Assistant Secretary may forward one or more nominations to the ITA Awards Committee. The ITA Awards Committee will review all nominations from the Unit Assistant Secretaries and make recommendations to the Under Secretary for International Trade, who will make the final selection.

Selection of an individual for the Lawrence Payne Award shall not preclude consideration for a Gold, Silver or Bronze Medal.

Type of Recognition

Recipients of ITA memorial awards will be announced at the ITA's annual Bronze Medal ceremony. At that time, the Under Secretary will present a framed certificate to the individual receiving the Lawrence Payne Award. Each year the name of the individual receiving the award will be added to the permanent plaque, located outside the Under Secretary's office.

The Naomi Warbasse Memorial Award

Eligibility

Permanent, full-time career employees **and** employees hired under term appointments employed continuously by ITA for at least one year but no more than three years as of September 30 of the year the nomination is made are eligible.

Nominating Procedures

Nominations may be made by any ITA employee, and must be endorsed by the nominee's immediate supervisor and Deputy Assistant Secretary.

Each nomination must be prepared using a CD-326LF, "Recommendation for Recognition." Please attach a justification narrative not to exceed two pages in length. The justification narrative should indicate the name of the nominee and the recommended award. For a faxed copy of a sample nomination call Charlene Gilmer-Gantt at (202)482-2536.

Selection Criteria

The person selected for this award will be the most outstanding new ITA employee exemplifying the ideals of excellence, dedication and achievement. (If there are no qualified candidates in any given year, the award will not be granted.)

Selection for this award will be based on the nominee's demonstrated achievement and performance in each of the following areas:

- Excellence in the performance of his or her job, evidenced by specific examples of unusually high quality and productivity of work;
- Dedication to ITA, evidenced by an unusually high level of cooperation and team spirit; and
- A pattern of accomplishments that have contributed, directly or indirectly, to ITA program goals and that show promise for the nominee's future development and growth.

Selection Procedures

The selection process will be conducted in parallel with the Bronze Medal selection process, and on the same schedule. Nominations will be reviewed by the Unit Awards Committee who will make recommendations to the Assistant Secretary of the Unit. The Assistant Secretary may forward one or more nominations to the ITA Awards Committee. The ITA Awards Committee will review all nominations from the Unit Assistant Secretaries and make recommendations to the Under Secretary for International Trade, who will make the final selection.

Selection of an individual for the Naomi Warbasse Award shall not preclude consideration for a Gold, Silver or Bronze Medal.

Type of Recognition

Recipients of ITA memorial awards will be announced at the ITA's annual Bronze Medal ceremony. At that time, the Under Secretary will present a framed certificate to the individual receiving the Naomi Warbasse Award. Each year the name of the individual receiving the award will be added to the permanent plaque, located outside the Under Secretary's office.

UNIT AWARDS COMMITTEE CHAIRPERSONS

<u>Chairperson</u>	<u>Extension</u>	<u>Room Number</u>
Susanne Lotarski, Chairperson	x21104	3319
Jerome Morse, TD	x21180	4310
Walter Bastian, MAC	x25324	3826
Brenda Bradley, ADMIN	x20652	7424
Patricia Corken, US	x23917	3842
Eric Sletten, US&FCS	x25549	3122
Gary Taverman, IA	x20161	3707
Charlene Gilmer-Gantt Incentive Awards Program Officer	x22536	7412

The ITA Bronze Medal Award

The Bronze Medal is the International Trade Administration's highest award. Recipients will have demonstrated **both** excellence in individual, unit or group achievement **and** effective cooperation with others in the furtherance of ITA goals. In addition, contributions must meet one or more of the following criteria:

- Unusually significant contribution, direct or indirect, to the achievement of an important ITA program goal;
- Unusually significant contribution in support of ITA's efficiency and effectiveness in accomplishing its missions;
- Unusually effective leadership or management, resulting in significant improvements in productivity, program effectiveness or the quality of ITA's service; or
- Unusually outstanding authorship, editorship, analysis or research that significantly advances knowledge in an area directly relevant to an ITA program.

One or more Bronze Medals may be awarded in each of the following categories. (No award will be made for categories where there are no nominees that fully meet the applicable criteria.)

- Outstanding ITA Technical, Secretarial or Clerical Employee
- Outstanding Foreign Service National Technical, Secretarial or Clerical Employee
- Outstanding ITA Professional Employee
- Outstanding Foreign Service National Professional Employee
- Outstanding ITA Supervisor or Manager
- Outstanding ITA Organization
- Outstanding ITA Group

Technical, Secretarial or Clerical Employee

Examples:

- The employee is unusually thorough, well organized and able consistently to complete critical assignments in an excellent fashion under tight deadlines while maintaining a positive attitude.
- The employee is eager to participate fully in achieving the unit's mission, fosters a sense of teamwork among members of the unit, promotes

the exchange of ideas and is considerate of the contributions and ideas of colleagues, thereby greatly enhancing the performance of the unit.

- The employee develops creative solutions to problems encountered on the job, significantly contributing to the unit's productivity.
- The employee is thoroughly aware of ITA's organizational structure and functions, is thoroughly familiar with ITA's techniques and procedures, and is unusually effective in communicating information to others inside and outside the organization, thereby greatly contributing to the unit's accomplishment of its mission.

Professional employee

Examples:

- The employee demonstrates an unusual command of diverse and complex issues within a given task and guides the assignment to a highly successful conclusion, e.g., a Secretarial Trade and Investment Mission.
- The employee develops unusually creative and effective marketing strategies with senior business representatives and demonstrates excellence in providing both practical and effective counseling to U.S. and local business visitors in support of ITA programs.
- The employee produces superlative market surveys and other types of comprehensive reports in support of ITA programs which have a significant impact on continuing or new programs.
- The employee demonstrates ability to assume extraordinary responsibilities or demonstrates outstanding leadership in furthering the ITA mission.
- The employee demonstrates outstanding ability to organize and efficiently execute promotion campaigns related to U.S. commercial interests.
- The employee shows unusual dedication and superior performance during an emergency which threatens or interrupts the operation of the unit.

Supervisor or Manager

Examples:

- The manager's unusually effective supervision enables the unit to achieve critical program goals that otherwise would not have been met.
- The manager's unusually creative leadership results in significant cost savings and/or improvements in the unit's service to its internal or external customers.
- The manager initiates and manages to fruition a major action that significantly contributes to an ITA program.

- The manager's insightful and coolheaded leadership in an emergency or crisis enables the unit to respond quickly and effectively, minimizing any damages and maximizing the positive outcome to ITA program goals.

Group

- An eligible Group consists of **no more than** ten ITA employees.
- Each member of the Group will have made a Bronze-medal-caliber contribution to the Group's accomplishment.

Examples:

- A group successfully accomplishes a comprehensive policy analysis of such magnitude and complexity that significant recognition is received by the Department and ITA.
- A group is under extreme pressure to reduce a case backlog or to revise Department of Commerce policy in a very sensitive regulatory area. The group is successful and brings credit and recognition to ITA and themselves.
- A group spearheaded or accomplished a major initiative to obtain changes in a foreign government's policies affecting American business interests.
- A group mounts a successful major promotional activity of such magnitude and complexity that significant recognition is received by the Department and ITA.
- A group initiates or implements a major administrative activity leading to significant improvement in the management of programs in ITA.

Organization(s)

--An eligible Organization may be either (1) an office, division, or subunit which is formally recognized as a separate entity (as in organization orders or charts) or (2) an ad hoc organization assembled for the purpose of working on a specific project. A Single Organization award may be made to one such organization in which all or most of the people in the organization worked together to achieve the accomplishment being recognized. A Joint Organization award may be made to two or three offices, divisions or subunits that work together to produce an achievement for which they are substantially responsible for the outcome and in which each participated fully in the achievement being recognized.

Since this award recognizes the contribution of the organization as a whole, not the individual members per se, a Single Organization will receive only one medal and one framed certificate. Joint Organizations will receive one medal and one framed certificate for each constituent organization. All members of the organization will come to the stage to receive the award for the organization. Each member of the organization will receive a somewhat smaller

(and less expensive) framed individual certificate, but not a separate medal. Eligible organizations will normally consist of no more than twenty individuals, although somewhat larger organizations may be recognized in unusual circumstances. In such cases, the receiving organization will be responsible for the cost of individual certificates after the first 15.

Examples:

- An office is under extreme pressure to reduce a case backlog or to revise Department of Commerce policy in a very sensitive regulatory area. The office is successful and brings credit and recognition to ITA and themselves.
- A Commercial Service foreign post, a Trade Development division, and a Market Access and Compliance division jointly accomplish a major initiative to obtain changes in a foreign government's policies affecting American business interests.
- An ad hoc organization consisting of representatives of several ITA units cooperates to plan and implement a successful major promotional activity of such magnitude and complexity that significant recognition is received by the Department and ITA.
- A division initiates or implements a major administrative activity leading to significant improvement in the management of programs in ITA.
- An ad hoc organization consisting of specialists from several ITA offices accomplishes a comprehensive policy analysis of such magnitude and complexity that significant recognition is received by the Department and ITA.
- An ITA division, to an unusual and exemplary degree, displays consistent excellence in its work during the year. Its entire staff and management are always helpful and responsive; its work products are outstanding in their timeliness, relevance and quality; it accomplishes much with few resources; it initiates and follows through on significant activities benefitting U.S. industry in the global marketplace; and its accomplishments bring credit and recognition to the Department and ITA.

TEMPLATE FOR SUBMITTING 2005 BRONZE NOMINATIONS

NOMINATOR'S DATA

NAME OF NOMINATOR:

NOMINATOR'S SS#:

NOMINATOR'S AREA CODE AND PHONE NUMBER:

NOMINATOR'S PROGRAM AREA: (TD, ADMIN, US, MAC, US&FCS, IA)

NOMINATOR'S IMMEDIATE OFFICE:

NOMINEE'S DATA

1. NAME OF NOMINEE:
2. NOMINEE'S SS#:
3. NOMINEE'S BUREAU: (ITA, OS, NIST, NOAA ETC.)
4. NOMINEE'S PROGRAM AREA:
5. NOMINEE'S IMMEDIATE OFFICE:
6. NOMINEE'S LOCATION: (ENTER HCHB OR CITY)
7. FOR ORGANIZATIONAL NOMINATIONS: (NAMES OF ORGANIZATIONS AND SS# OF PEOPLE ACCEPTING ON BEHALF OF THEIR ORGANIZATION)
8. NOMINEE'S CURRENT PERFORMANCE RATING:(MEETS EXPECTATIONS, DOES NOT MEET EXPECTATIONS)
9. CATEGORY OF AWARD:
 - Outstanding ITA Technical, Secretarial or Clerical Employee
 - Outstanding FSN Technical, Secretarial or Clerical Employee
 - Outstanding ITA Professional Employee
 - Outstanding FSN Professional Employee
 - Outstanding ITA Supervisor or Manager
 - Outstanding ITA Organization (Indicate Single or Joint)
 - Outstanding ITA Group (up to ten employees)

10. SALUTATION: (MR., MRS., MISS, MS.) FOR INDIVIDUALS OR REPRESENTATIVES OF ORGANIZATIONS; (MESDAMES, MESSIEURS) FOR GROUPS
11. PRONUNCIATION: FULL NAME WITH ACCENTED SYLLABLES IN UPPER CASE
12. NOMINEE'S AREA CODE & PHONE NUMBER:
13. OTHER AWARDS: (PREVIOUS GOLD, SILVER, BRONZE, MEMORIAL, EXTERNAL, SPECIAL OPERATING AWARD)
14. CERTIFICATE CITATION: (up to 150 characters)
15. PROGRAM CITATION: (maximum of 300 characters)
16. JUSTIFICATION NARRATIVES: FOR INDIVIDUAL NOMINEES (up to two pages); GROUP NOMINATIONS: {group overall narrative is up to one page} {individual group member narrative is up to one page};and ORGANIZATION NOMINEES {up to two pages}

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